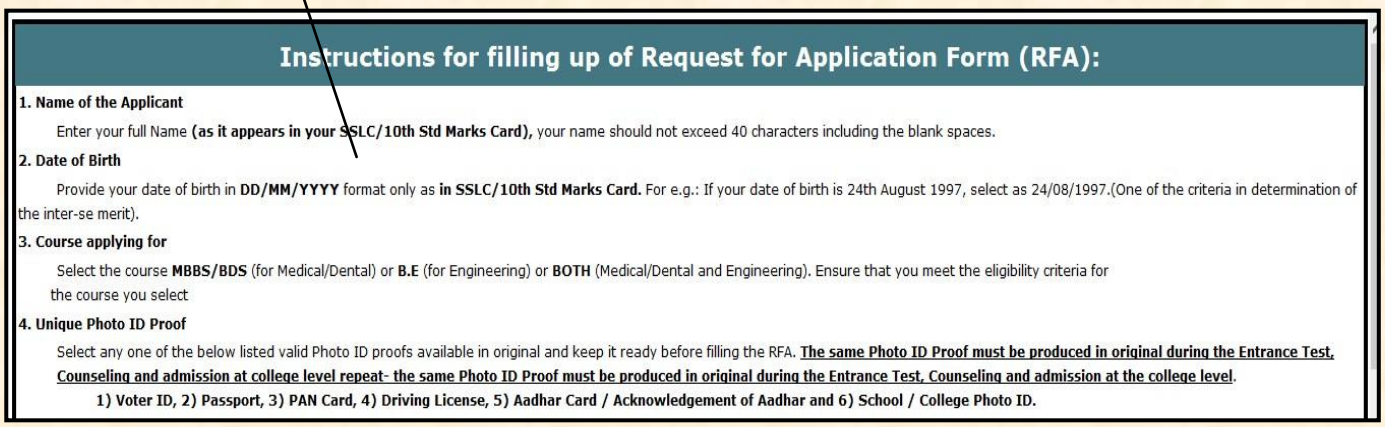
USER MANUAL FOR MAKING COMEDK UGET 2015 APPLICATION (WITH SCREENSHOTS)

STEP ONE

The candidates need to register by clicking the link https://www.comedk.org/UGRFA or the RFA link that is available in the Home page under UGET 2015 News and updates.

Kindly read the instructions thoroughly:



Instructions for filling up of Request for Application Form (RFA):

1. Name of the Applicant

Enter your full Name **(as it appears in your SSLC/10th Std Marks Card),** your name should not exceed 40 characters including the blank spaces.

2. Date of Birth

Provide your date of birth in **DD/MM/YYYY** format only as **in SSLC/10th Std Marks Card.** For e.g.: If your date of birth is 24th August 1997, select as 24/08/1997.(One of the criteria in determination of the inter-se merit).

3. Course applying for

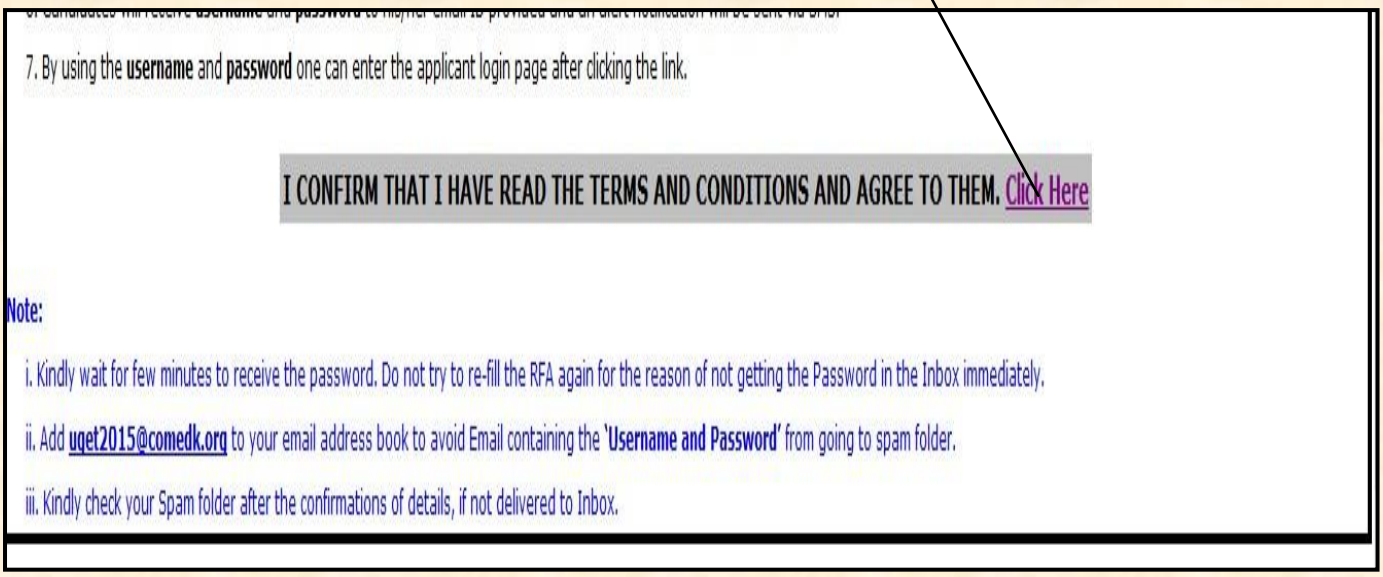
Select the course **MBBS/BDS** (for Medical/Dental) or **B.E** (for Engineering) or **BOTH** (Medical/Dental and Engineering). Ensure that you meet the eligibility criteria for the course you select

4. Unique Photo ID Proof

Select any one of the below listed valid Photo ID proofs available in original and keep it ready before filling the RFA. **The same Photo ID Proof must be produced in original during the Entrance Test, Counseling and admission at college level repeat- the same Photo ID Proof must be produced in original during the Entrance Test, Counseling and admission at the college level.**

1) Voter ID, 2) Passport, 3) PAN Card, 4) Driving License, 5) Aadhar Card / Acknowledgement of Aadhar and 6) School / College Photo ID.

Click on the confirmation message after reading the instructions:



7. By using the **username** and **password** one can enter the applicant login page after clicking the link.

I CONFIRM THAT I HAVE READ THE TERMS AND CONDITIONS AND AGREE TO THEM. Click Here

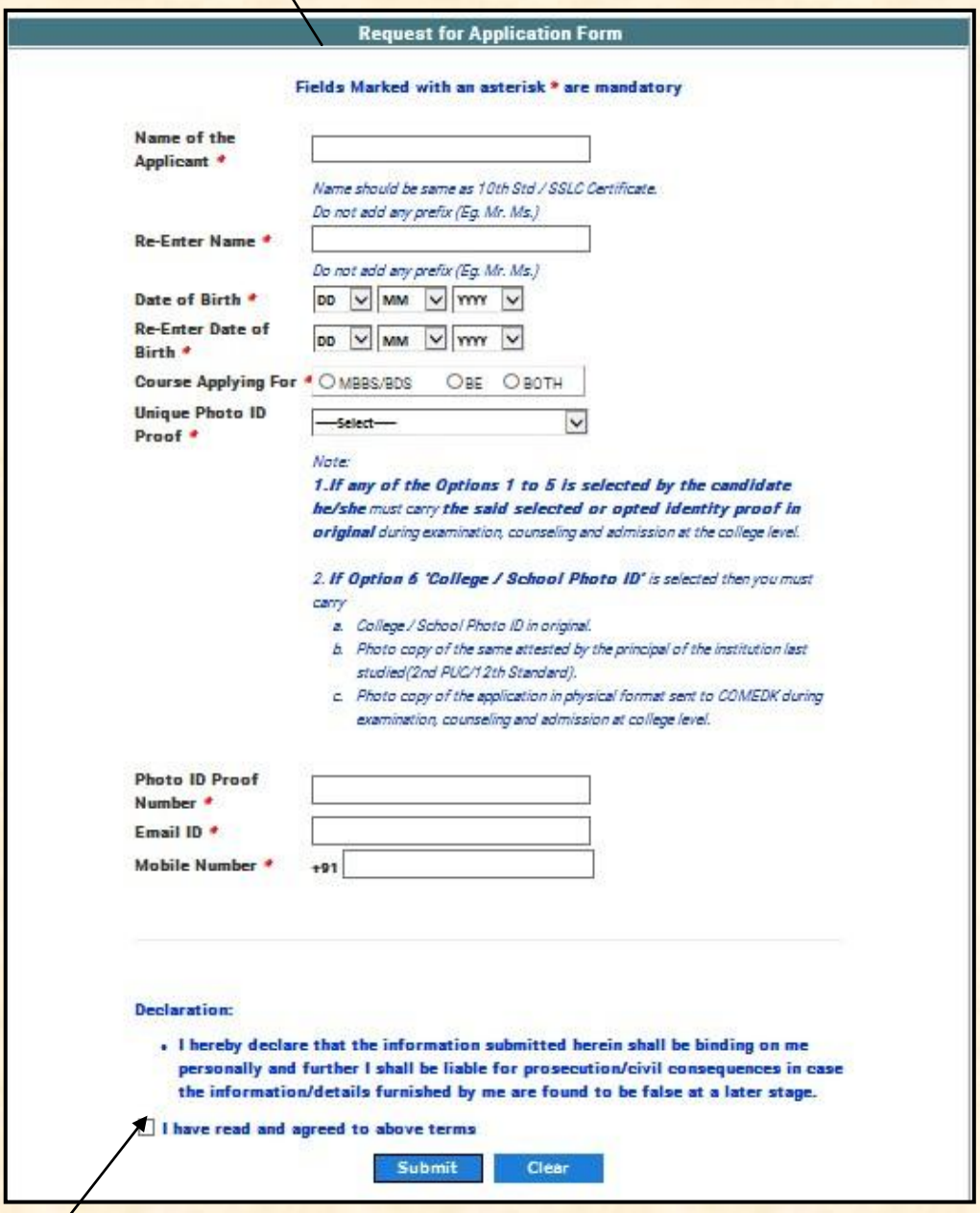
Note:

i. Kindly wait for few minutes to receive the password. Do not try to re-fill the RFA again for the reason of not getting the Password in the Inbox immediately.

ii. Add uget2015@comedk.org to your email address book to avoid Email containing the **'Username and Password'** from going to spam folder.

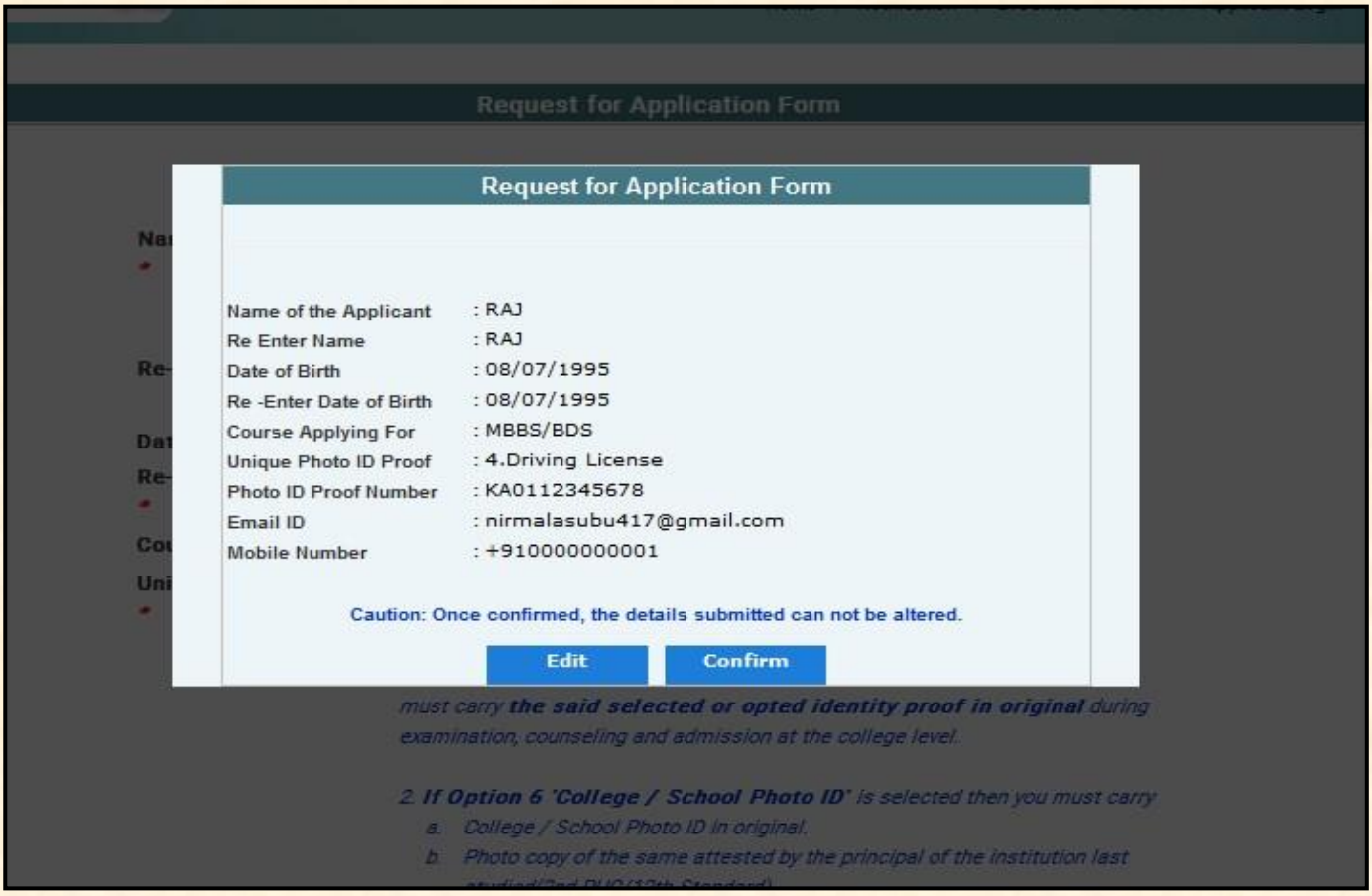
iii. Kindly check your Spam folder after the confirmations of details, if not delivered to Inbox.

On confirmation, the **RFA Entry** page will appear (as shown below). Enter all the details correctly.

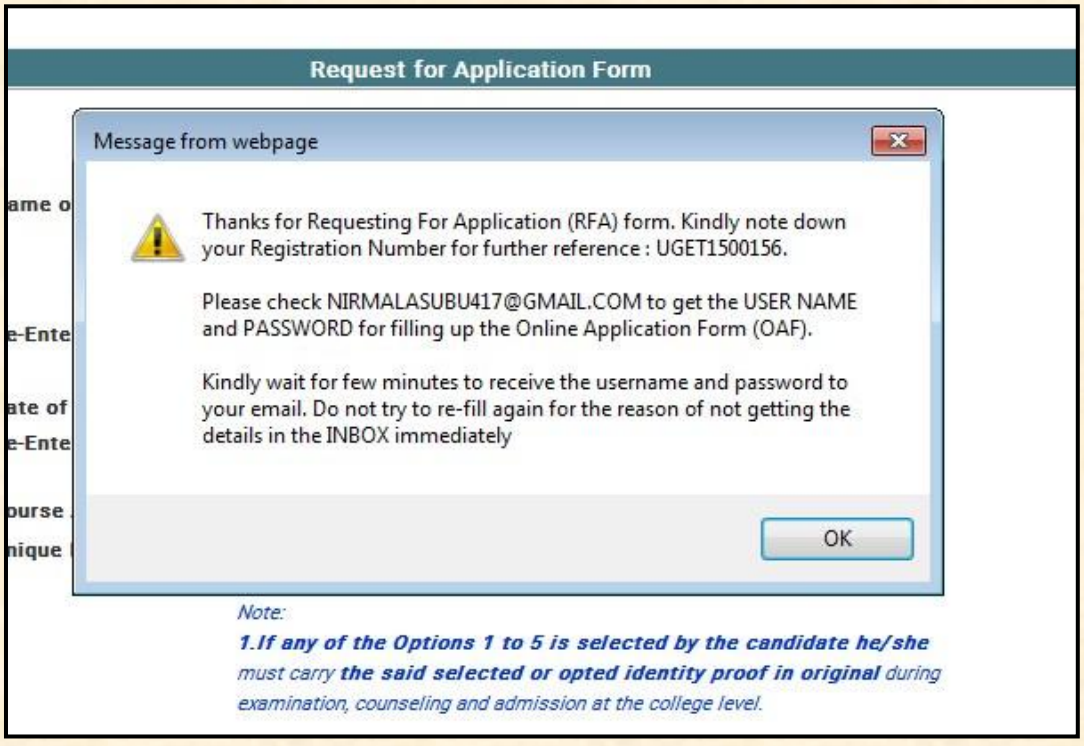

Request for Application Form
Fields Marked with an asterisk * are mandatory
Name of the Applicant *
Name should be same as 10th Std / SSLC Certificate.
Do not add any prefix (Eg. Mr. Ms.)
Re-Enter Name *
Do not add any prefix (Eg. Mr. Ms.)
Date of Birth *
Re-Enter Date of Birth *
Course Applying For *
MBBS/BDS
BE
BOTH
Unique Photo ID Proof *
—Select—
Note:
1.If any of the Options 1 to 5 is selected by the candidate he/she must carry the said selected or opted identity proof in original during examination, counseling and admission at the college level.
2. If Option 6 'College / School Photo ID' is selected then you must carry
a. College / School Photo ID in original.
b. Photo copy of the same attested by the principal of the institution last studied(2nd PUC/12th Standard).
c. Photo copy of the application in physical format sent to COMEDK during examination, counseling and admission at college level.
Photo ID Proof Number *
Email ID *
Mobile Number *
+91
Declaration:
I hereby declare that the information submitted herein shall be binding on me personally and further I shall be liable for prosecution/civil consequences in case the information/details furnished by me are found to be false at a later stage.
I have read and agreed to above terms
Submit
Clear

Click on check box after filling the RFA:

On completion of RFA entry, a pop up window will show the entered details. Check the details once again. If any data is to be edited click on **Edit button** else click on '**Confirm' button**. **After the 'Confirm' button is clicked, the details entered cannot be edited / altered.**

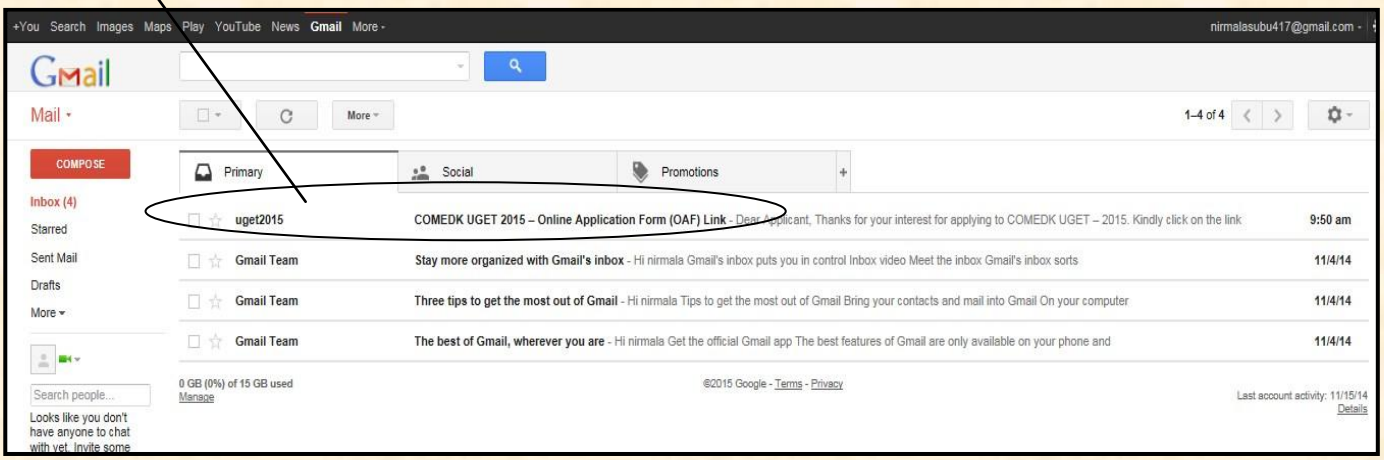

Request for Application Form
Request for Application Form
Name of the Applicant : RAJ
Re Enter Name : RAJ
Date of Birth : 08/07/1995
Re -Enter Date of Birth : 08/07/1995
Course Applying For : MBBS/BDS
Unique Photo ID Proof : 4.Driving License
Photo ID Proof Number : KA0112345678
Email ID : nirmalasubu417@gmail.com
Mobile Number : +910000000001
Caution: Once confirmed, the details submitted can not be altered.
Edit
Confirm
must carry the said selected or opted identity proof in original during examination, counseling and admission at the college level.
2. If Option 6 'College / School Photo ID' is selected then you must carry
a. College / School Photo ID in original.
b. Photo copy of the same attested by the principal of the institution last

A message pops up after the confirmation (as shown below). Make a note of the registration number. An alert message will be sent to the mobile number mentioned in RFA entry page.

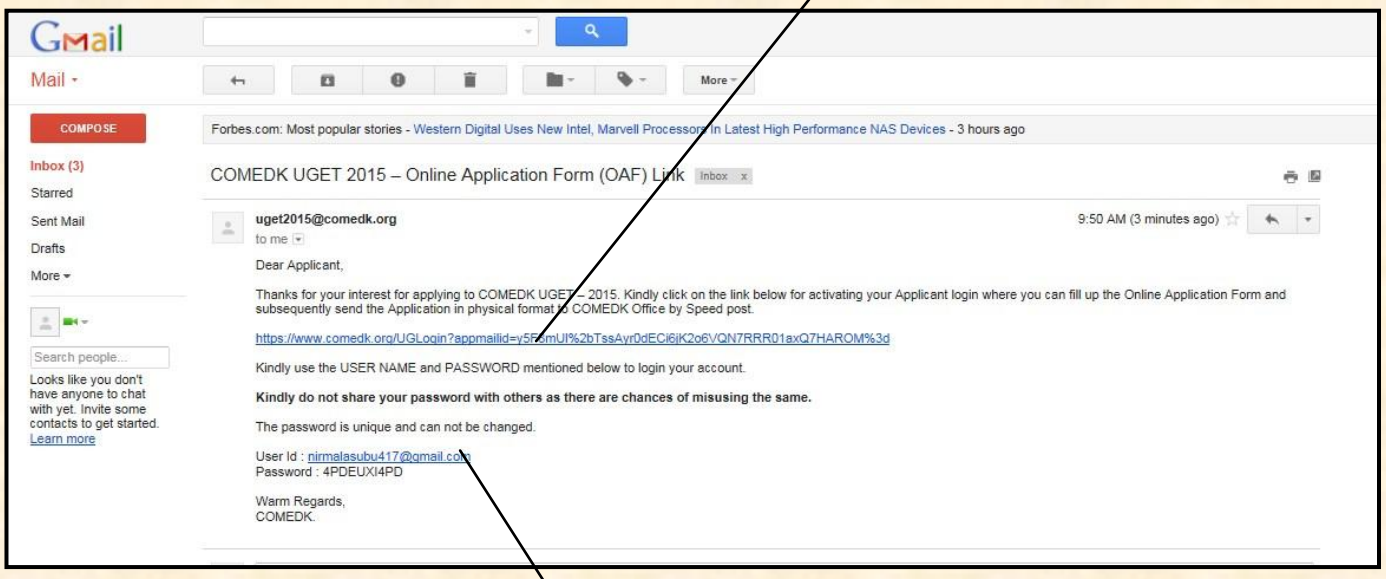

Request for Application Form
Message from webpage
Thanks for Requesting For Application (RFA) form. Kindly note down your Registration Number for further reference : UGET1500156.
Please check NIRMALASUBU417@GMAIL.COM to get the USER NAME and PASSWORD for filling up the Online Application Form (OAF).
Kindly wait for few minutes to receive the username and password to your email. Do not try to re-fill again for the reason of not getting the details in the INBOX immediately
OK
Note:
1.If any of the Options 1 to 5 is selected by the candidate he/she must carry the said selected or opted identity proof in original during examination, counseling and admission at the college level.

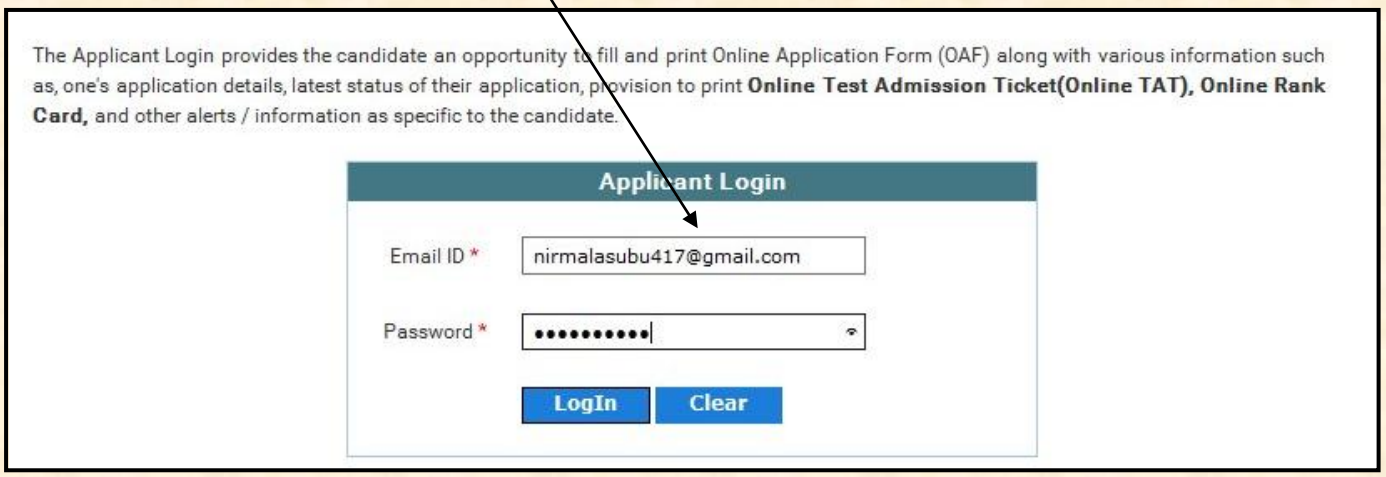
STEP TWO

An E-mail will be sent to the Email ID mentioned in the RFA Entry page. (**The time taken to receive the Email depends on the individual mail server hence wait for few minutes**).


+You Search Images Maps Play YouTube News Gmail More
nirmalasubu417@gmail.com
Gmail
Mail
COMPOSE
Inbox (4)
Starred
Sent Mail
Drafts
More
Primary
Social
Promotions
uget2015
COMEDK UGET 2015 – Online Application Form (OAF) Link - Dear Applicant, Thanks for your interest for applying to COMEDK UGET – 2015. Kindly click on the link
9:50 am
Gmail Team
Stay more organized with Gmail's inbox - Hi nirmala Gmail's inbox puts you in control Inbox video Meet the inbox Gmail's inbox sorts
11/4/14
Gmail Team
Three tips to get the most out of Gmail - Hi nirmala Tips to get the most out of Gmail Bring your contacts and mail into Gmail On your computer
11/4/14
Gmail Team
The best of Gmail, wherever you are - Hi nirmala Get the official Gmail app The best features of Gmail are only available on your phone and
11/4/14
0 GB (0%) of 15 GB used
Manage
©2015 Google - Terms - Privacy
Last account activity: 11/15/14
Details
Search people...
Looks like you don't have anyone to chat with yet. Invite some

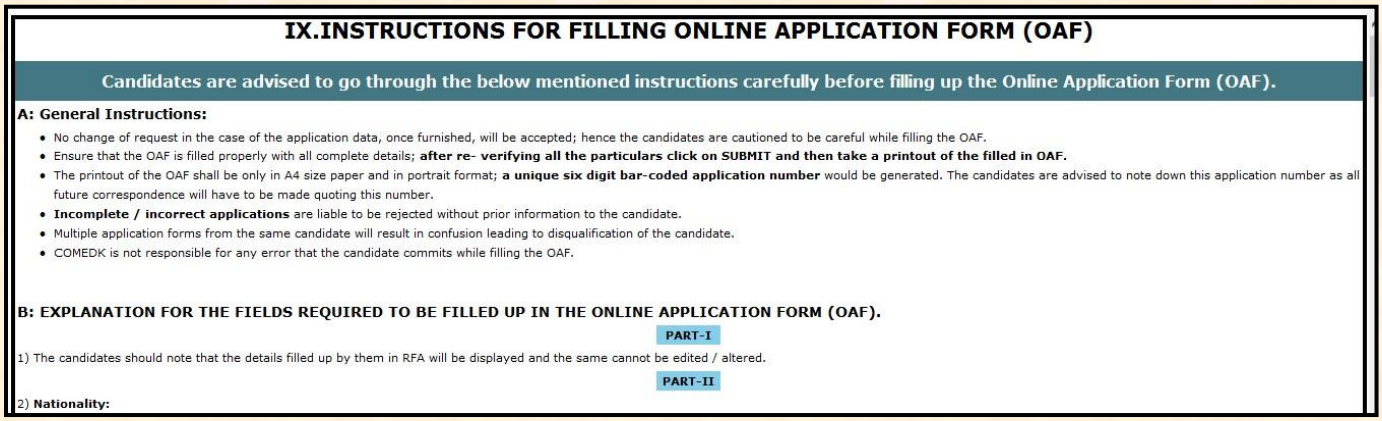
The E-mail will consist of **USERNAME** and **PASSWORD** along with the link which will re-direct to the Applicant login page for filling the Online Application Form (OAF).


Gmail
Mail
COMPOSE
Inbox (3)
Starred
Sent Mail
Drafts
More
Forbes.com: Most popular stories - Western Digital Uses New Intel, Marvell Processors in Latest High Performance NAS Devices - 3 hours ago
COMEDK UGET 2015 – Online Application Form (OAF) Link
Inbox
uget2015@comedk.org
to me
9:50 AM (3 minutes ago)
Dear Applicant,
Thanks for your interest for applying to COMEDK UGET – 2015. Kindly click on the link below for activating your Applicant login where you can fill up the Online Application Form and subsequently send the Application in physical format to COMEDK Office by Speed post.
https://www.comedk.org/UGLogin?appmailid=y5F6mUI%2bTssAyr0dECi6jK2o6VQN7RRR01axQ7HAROM%3d
Kindly use the USER NAME and PASSWORD mentioned below to login your account.
Kindly do not share your password with others as there are chances of misusing the same.
The password is unique and can not be changed.
User Id : nirmalasubu417@gmail.com
Password : 4PDEUXI4PD
Warm Regards,
COMEDK.
Search people...
Looks like you don't have anyone to chat with yet. Invite some contacts to get started.
Learn more


The Applicant Login provides the candidate an opportunity to fill and print Online Application Form (OAF) along with various information such as, one's application details, latest status of their application, provision to print Online Test Admission Ticket(Online TAT), Online Rank Card, and other alerts / information as specific to the candidate.
Applicant Login
Email ID *
nirmalasubu417@gmail.com
Password *
LogIn
Clear

STEP THREE

The Online Application Form is an important step based on which a candidate eligibility for writing the examination would be assessed. The OAF comprises of five parts. Read the instructions carefully before you fill the Online Application Form.



IX.INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM (OAF)

Candidates are advised to go through the below mentioned instructions carefully before filling up the Online Application Form (OAF).

A: General Instructions:

- No change of request in the case of the application data, once furnished, will be accepted; hence the candidates are cautioned to be careful while filling the OAF.
- Ensure that the OAF is filled properly with all complete details; **after re- verifying all the particulars click on SUBMIT and then take a printout of the filled in OAF.**
- The printout of the OAF shall be only in A4 size paper and in portrait format; **a unique six digit bar-coded application number** would be generated. The candidates are advised to note down this application number as all future correspondence will have to be made quoting this number.
- **Incomplete / incorrect applications** are liable to be rejected without prior information to the candidate.
- Multiple application forms from the same candidate will result in confusion leading to disqualification of the candidate.
- COMEDK is not responsible for any error that the candidate commits while filling the OAF.

B: EXPLANATION FOR THE FIELDS REQUIRED TO BE FILLED UP IN THE ONLINE APPLICATION FORM (OAF).

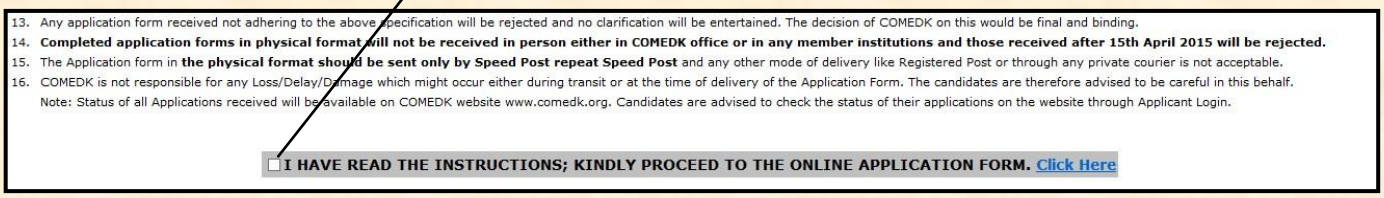
PART-I

1) The candidates should note that the details filled up by them in RFA will be displayed and the same cannot be edited / altered.

PART-II

2) **Nationality:**

Click on the confirmation message after reading the instructions:



13. Any application form received not adhering to the above specification will be rejected and no clarification will be entertained. The decision of COMEDK on this would be final and binding.
14. **Completed application forms in physical format will not be received in person either in COMEDK office or in any member institutions and those received after 15th April 2015 will be rejected.**
15. The Application form in **the physical format should be sent only by Speed Post repeat Speed Post** and any other mode of delivery like Registered Post or through any private courier is not acceptable.
16. COMEDK is not responsible for any Loss/Delay/Damage which might occur either during transit or at the time of delivery of the Application Form. The candidates are therefore advised to be careful in this behalf.

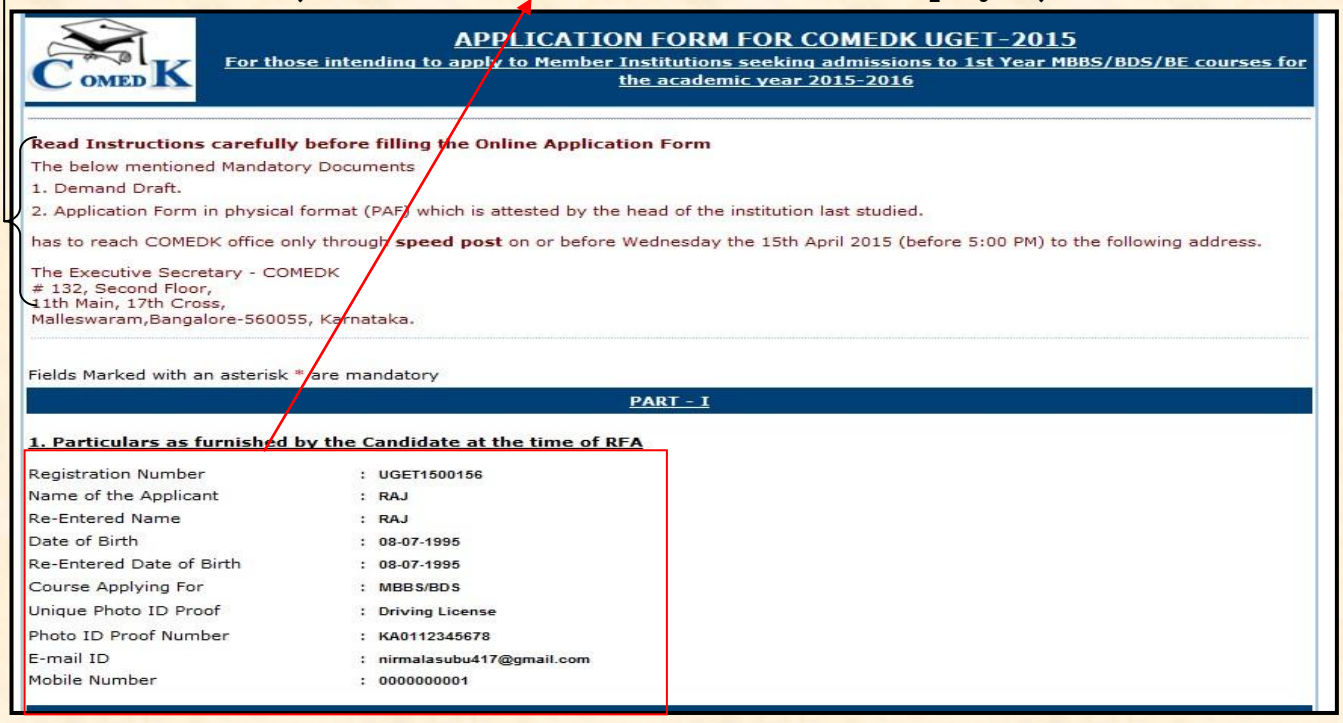
Note: Status of all Applications received will be available on COMEDK website www.comedk.org. Candidates are advised to check the status of their applications on the website through Applicant Login.

☐ **I HAVE READ THE INSTRUCTIONS; KINDLY PROCEED TO THE ONLINE APPLICATION FORM.** Click Here

The OAF Entry page will have the Mandatory documents that need to be submitted after completion of OAF entry along with PAF (Physical Application Form)

Part -I

(The details of RFA entered will be displayed).



COMED K

APPLICATION FORM FOR COMEDK UGET-2015

For those intending to apply to Member Institutions seeking admissions to 1st Year MBBS/BDS/BE courses for the academic year 2015-2016

Read Instructions carefully before filling the Online Application Form

The below mentioned Mandatory Documents

1. Demand Draft.
2. Application Form in physical format (PAF) which is attested by the head of the institution last studied.

has to reach COMEDK office only through **speed post** on or before Wednesday the 15th April 2015 (before 5:00 PM) to the following address.

The Executive Secretary - COMEDK
132, Second Floor,
11th Main, 17th Cross,
Malleswaram,Bangalore-560055, Karnataka.

Fields Marked with an asterisk * are mandatory

PART - I

1. Particulars as furnished by the Candidate at the time of RFA

Registration Number	:	UGET1500156
Name of the Applicant	:	RAJ
Re-Entered Name	:	RAJ
Date of Birth	:	08-07-1995
Re-Entered Date of Birth	:	08-07-1995
Course Applying For	:	MBBS/BDS
Unique Photo ID Proof	:	Driving License
Photo ID Proof Number	:	KA0112345678
E-mail ID	:	nirmalasubu417@gmail.com
Mobile Number	:	0000000001

Part –II

(The general particulars of the candidate and the Parent / Guardian need to be entered).

PART - II

2. Nationality *	(•) Indian ( ) NRI ( ) OCI/PIO
3. Gender *	(•) Male ( ) Female
4. Father's Name *	RAJ
5. Mother's Name *	RANI
6. Guardian's Name	RAJU
7. Parent's / Guardian's Photo ID Proof *	Voter ID
8. Parent's / Guardian's ID Proof Number *	VOTER1234
9. Parent's / Guardian's Annual Income (in Rs.) *	100000

Postal Address Details

10. Address Line 1*	12, GANDHINAGAR,
Address Line 2	1ST STREET, NEAR WATER TANK
Address Line 3	1ST STAGE
11. City *	BANGALORE
Others	
12. State *	KARNATAKA
13. Pincode *	560001
14. Phone Number*	100000000001 (Landline Number or alternate contact Number)

Category Details		Re-Enter Category Details	
15. Belongs To *	(•) Karnataka ( ) Non-Karnataka		
(By Birth / Domicile)	(•) By Birth ( ) By Domicile		
16. Category *	OBC	Category *	OBC
OBC	CAT-3A	OBC	CAT-3A
17. Minority Status *	Yes	Minority Status *	Yes
If you belong to any of the Minority Status, select Yes or select No.			
Linguistic Minority	TELUGU	Linguistic Minority	TELUGU
Religious Minority	CHRISTIAN	Religious Minority	CHRISTIAN
If you belong to Hyderabad – Karnataka Region (HK Region), Select Yes or No, if Yes mention the District.(Only for Karnataka)			
18. Belongs to HK Region	Yes	Belongs to HK Region	Yes
19. Name of the District in the HK Region	Yadgir	Name of the District in the HK Region	Yadgir

Part –III

(Demand Draft Details)

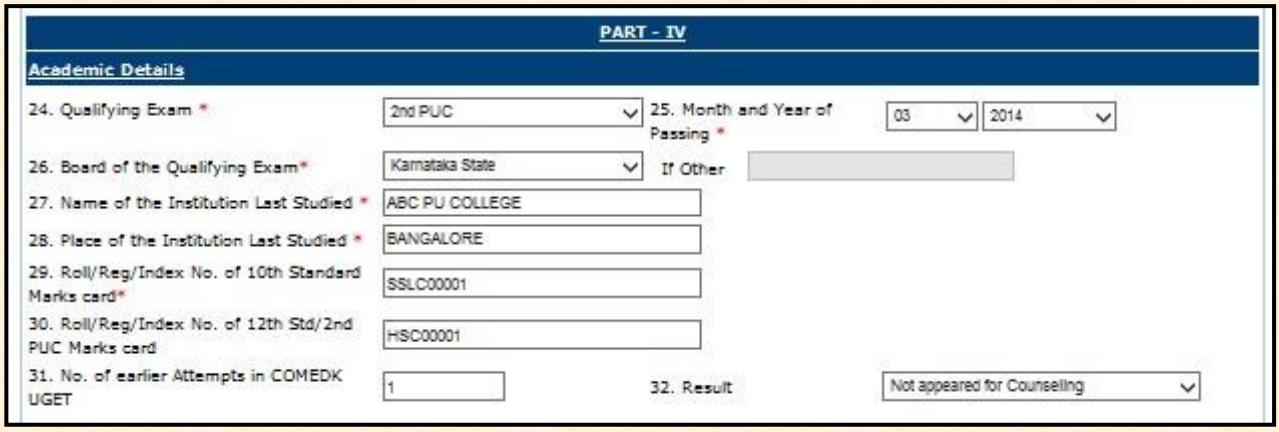
PART - III

Payment Details

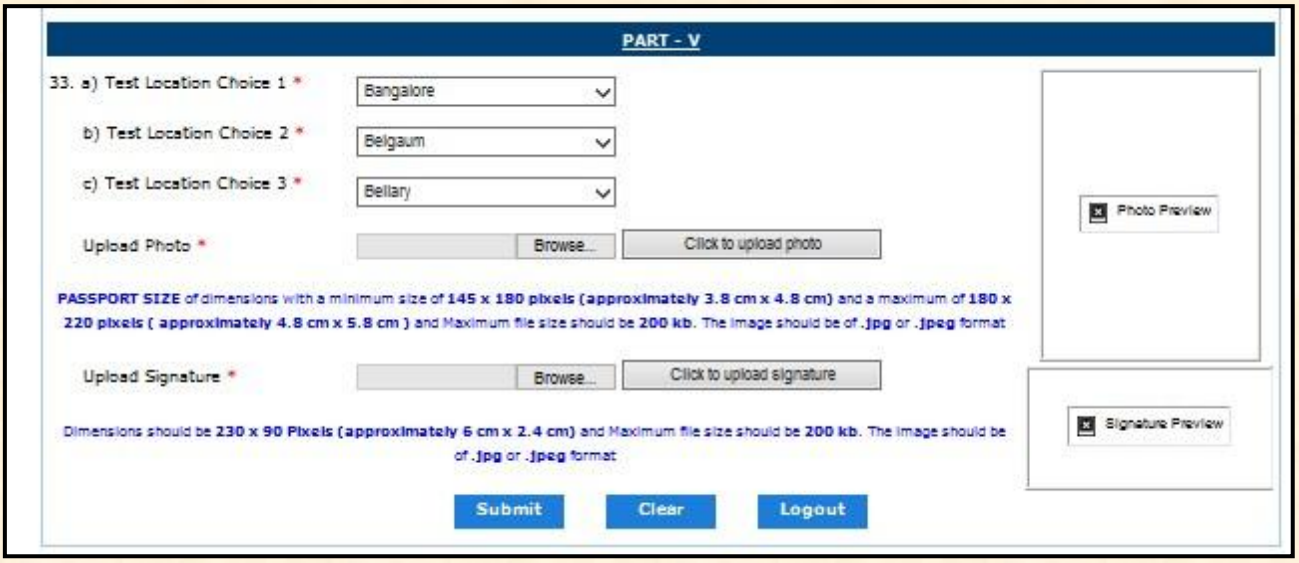
20. DD Number. *	00000001	21. DD Amount *	(•) Rs. 1200/-
22. Drawee Bank *	Canara Bank	23. DD Date *	06 / 03 / 2015

DD Drawn only from Nationalized bank in favour of "COMEDK". The DD should be Payable at "Bangalore" and Seal and Signature of the Bank Authority on DD is mandatory.

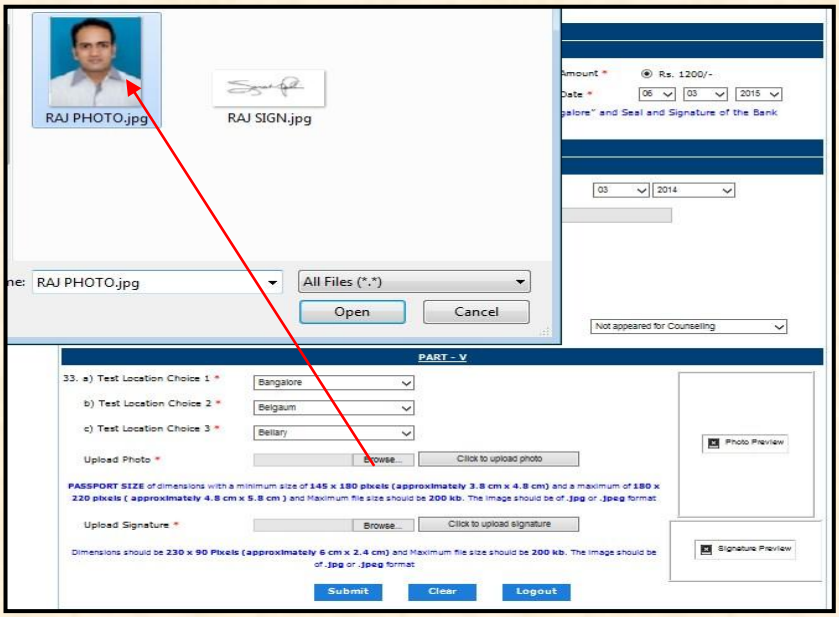
Part –IV
(Academic Details)



In Part –V
(Selection of Test Location Choices along with uploading of candidates Photo and Signature)


PART - V
33. a) Test Location Choice 1 *
Bangalore
b) Test Location Choice 2 *
Belgaum
c) Test Location Choice 3 *
Bellary
Upload Photo *
Browse...
Click to upload photo
Photo Preview
PASSPORT SIZE of dimensions with a minimum size of 145 x 180 pixels (approximately 3.8 cm x 4.8 cm) and a maximum of 180 x 220 pixels (approximately 4.8 cm x 5.8 cm) and Maximum file size should be 200 kb. The image should be of .jpg or .jpeg format
Upload Signature *
Browse...
Click to upload signature
Signature Preview
Dimensions should be 230 x 90 Pixels (approximately 6 cm x 2.4 cm) and Maximum file size should be 200 kb. The image should be of .jpg or .jpeg format
Submit
Clear
Logout

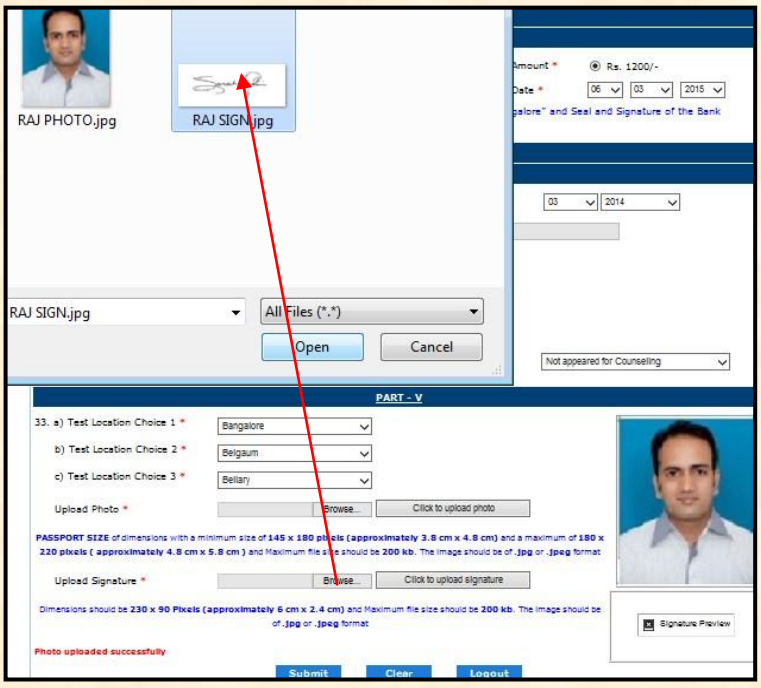
Sample uploading of Photograph.



Click on browse button to select the photograph (which should be readily available as per the dimension specified in the brochure)

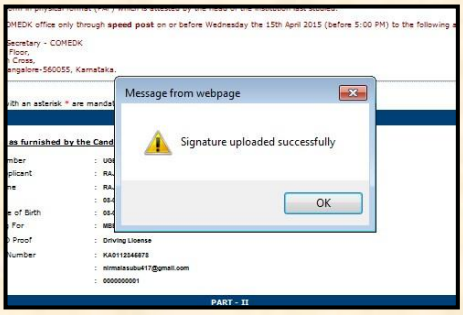
Confirmation of photo uploaded

Sample uploading of Signature.

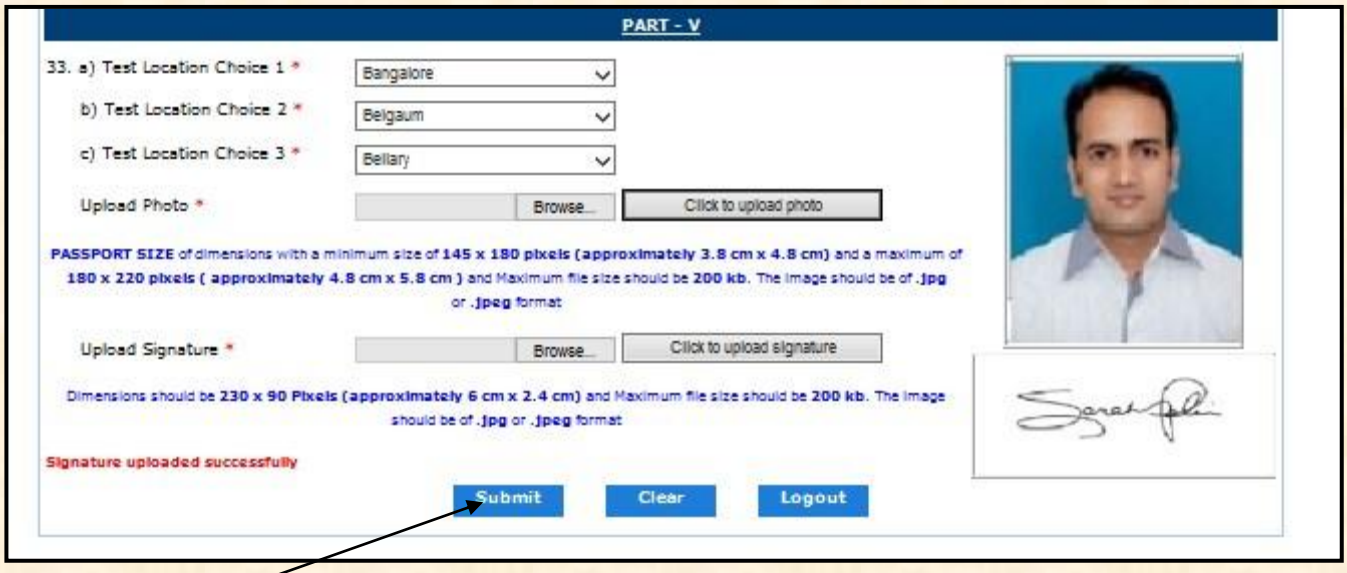


Click on browse button to select the signature (which should be readily available as per the dimension specified in the brochure)

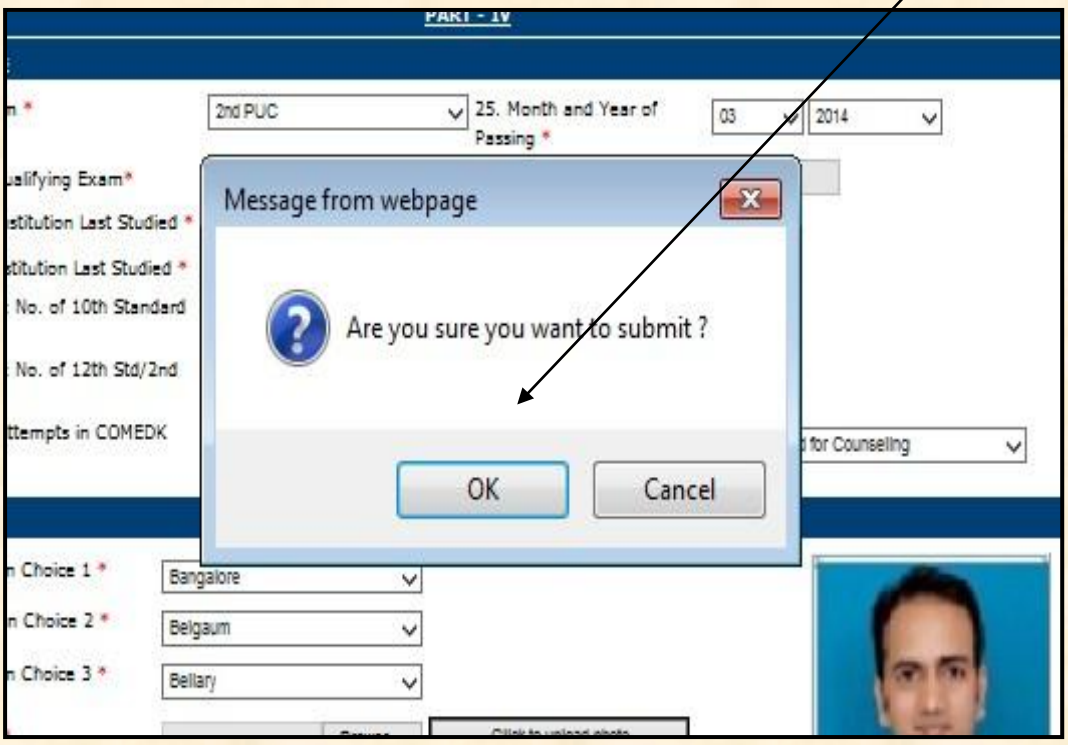
Confirmation of Signature uploaded



The photo and signature uploaded has to completely occupy the area (just similar to the sample shown below).


PART - V
33. a) Test Location Choice 1 *
Bangalore
b) Test Location Choice 2 *
Belgaum
c) Test Location Choice 3 *
Bellary
Upload Photo *
Browse...
Click to upload photo
PASSPORT SIZE of dimensions with a minimum size of 145 x 180 pixels (approximately 3.8 cm x 4.8 cm) and a maximum of 180 x 220 pixels (approximately 4.8 cm x 5.8 cm) and Maximum file size should be 200 kb. The image should be of .jpg or .jpeg format
Upload Signature *
Browse...
Click to upload signature
Dimensions should be 230 x 90 Pixels (approximately 6 cm x 2.4 cm) and Maximum file size should be 200 kb. The image should be of .jpg or .jpeg format
Signature uploaded successfully
Submit
Clear
Logout

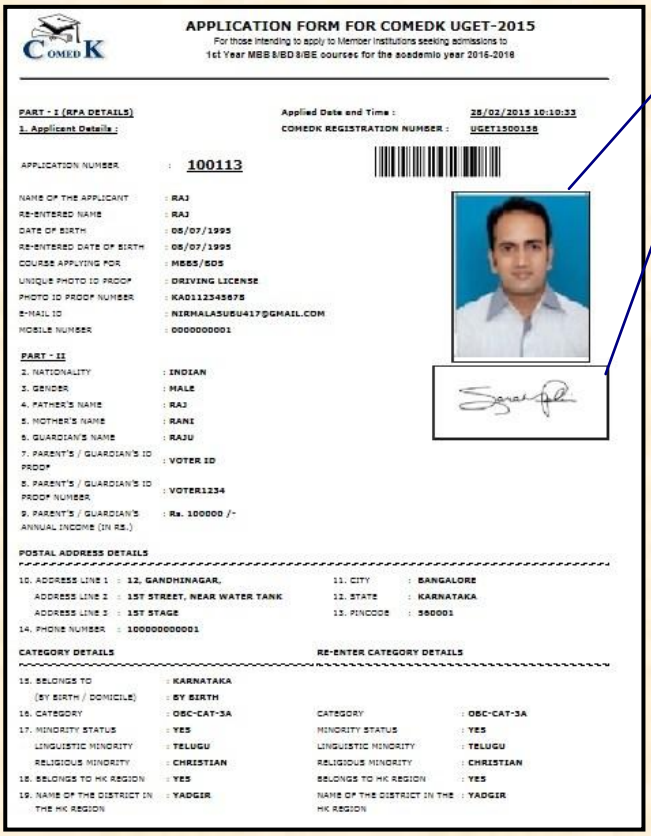
Click on Submit button. You will get a confirmation pop up. Click on 'OK' button.



STEP FOUR

The submitted Online Application Form (OAF) will have three pages. Check the data before taking the printout of this OAF.

Uploaded and Affixed physical photo and signature of the candidate must be similar



APPLICATION FORM FOR COMEDK UGET-2015

For those intending to apply to Member Institutions seeking admissions to 1st Year MBBS/BDS/BE courses for the academic year 2016-2016

PART - I (RPA DETAILS)

1. Applicant Details :

Applied Date and Time : 28/02/2015 10:10:33

COMEDK REGISTRATION NUMBER : UGET1500158

APPLICATION NUMBER : 100113

NAME OF THE APPLICANT	: RAJ
RE-ENTERED NAME	: RAJ
DATE OF BIRTH	: 05/07/1995
RE-ENTERED DATE OF BIRTH	: 05/07/1995
COURSE APPLYING FOR	: MBBS/BDS
UNIQUE PHOTO ID PROOF	: DRIVING LICENSE
PHOTO ID PROOF NUMBER	: KA0112345675
E-MAIL ID	: NIRMALASUBU417@GMAIL.COM
MOBILE NUMBER	: 0000000001

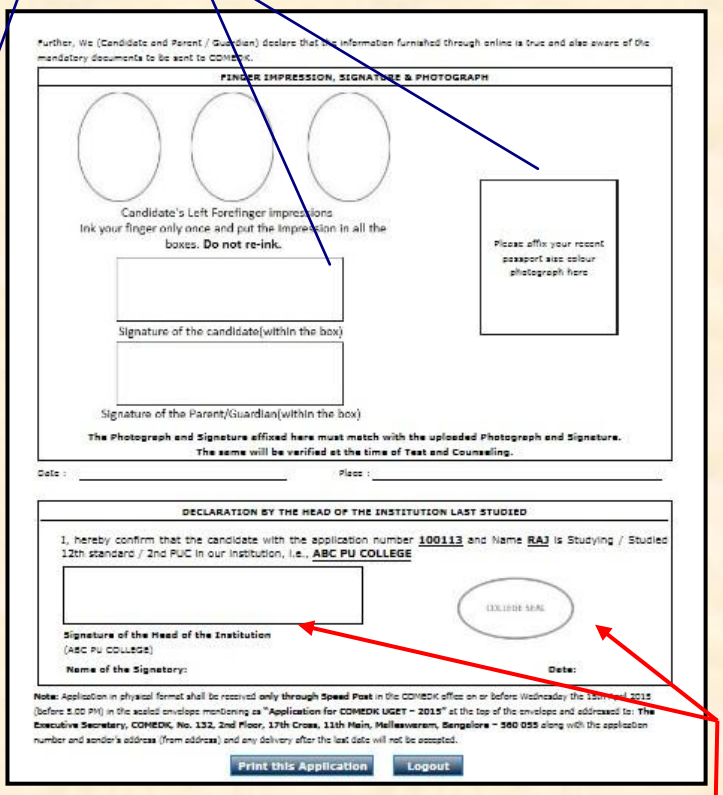
PART - II

2. NATIONALITY	: INDIAN
3. GENDER	: MALE
4. FATHER'S NAME	: RAJ
5. MOTHER'S NAME	: RANI
6. GUARDIAN'S NAME	: RAJU
7. PARENT'S / GUARDIAN'S ID PROOF	: VOTER ID
8. PARENT'S / GUARDIAN'S ID PROOF NUMBER	: VOTER1234
9. PARENT'S / GUARDIAN'S ANNUAL INCOME (IN RS.)	: Rs. 100000 /-

POSTAL ADDRESS DETAILS

10. ADDRESS LINE 1	: 12, GANDHINAGAR,	11. CITY	: BANGALORE
ADDRESS LINE 2	: 1ST STREET, NEAR WATER TANK	12. STATE	: KARNATAKA
ADDRESS LINE 3	: 1ST STAGE	13. PINCODE	: 560001
14. PHONE NUMBER	: 10000000001		

CATEGORY DETAILS		RE-ENTER CATEGORY DETAILS	
15. BELONGS TO (BY BIRTH / DOMICILE)	: KARNATAKA : BY BIRTH		
16. CATEGORY	: OBC-CAT-3A	CATEGORY	: OBC-CAT-3A
17. MINORITY STATUS	: YES	MINORITY STATUS	: YES
LINGUISTIC MINORITY	: TELUGU	LINGUISTIC MINORITY	: TELUGU
RELIGIOUS MINORITY	: CHRISTIAN	RELIGIOUS MINORITY	: CHRISTIAN
18. BELONGS TO HK REGION	: YES	BELONGS TO HK REGION	: YES
19. NAME OF THE DISTRICT IN THE HK REGION	: YADGIR	NAME OF THE DISTRICT IN THE HK REGION	: YADGIR



Further, We (Candidate and Parent / Guardian) declare that the information furnished through online is true and also aware of the mandatory documents to be sent to COMEDK.

FINGER IMPRESSION, SIGNATURE & PHOTOGRAPH

Candidate's Left Forefinger impressions
Ink your finger only once and put the impression in all the boxes. Do not re-ink.

Please affix your recent passport size colour photograph here

Signature of the candidate(within the box)

Signature of the Parent/Guardian(within the box)

The Photograph and Signature affixed here must match with the uploaded Photograph and Signature. The same will be verified at the time of Test and Counseling.

Date : Place :

DECLARATION BY THE HEAD OF THE INSTITUTION LAST STUDIED

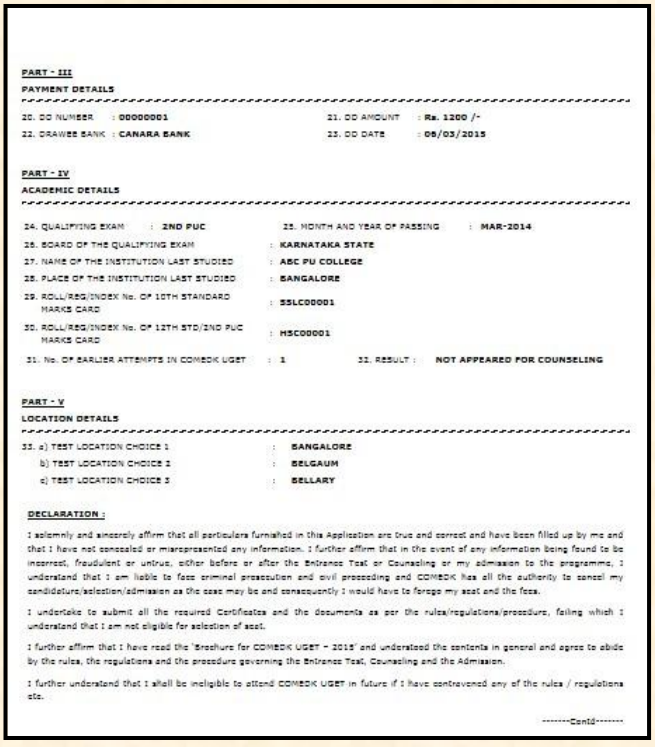
I, hereby confirm that the candidate with the application number 100113 and Name RAJ is Studying / Studied 12th standard / 2nd PUC in our institution, i.e., ABC PU COLLEGE

Signature of the Head of the Institution
(ABC PU COLLEGE)

Name of the Signatory: Date:

Note: Application in physical format shall be received only through Speed Post in the COMEDK office on or before Wednesday the 15th April 2015 (before 5.00 PM) in the sealed envelope mentioning as "Application for COMEDK UGET – 2015" at the top of the envelope and addressed to: The Executive Secretary, COMEDK, No. 132, 2nd Floor, 17th Cross, 11th Main, Malleswaram, Bangalore – 560 055 along with the application number and sender's address (from address) and any delivery after the last date will not be accepted.

Print this Application Logout



PART - III

PAYMENT DETAILS

20. DD NUMBER	: 00000001	21. DD AMOUNT	: Rs. 1200 /-
22. DRAWEE BANK	: CANARA BANK	23. DD DATE	: 06/03/2015

PART - IV

ACADEMIC DETAILS

24. QUALIFYING EXAM	: 2ND PUC	25. MONTH AND YEAR OF PASSING	: MAR-2014
26. BOARD OF THE QUALIFYING EXAM	: KARNATAKA STATE		
27. NAME OF THE INSTITUTION LAST STUDIED	: ABC PU COLLEGE		
28. PLACE OF THE INSTITUTION LAST STUDIED	: BANGALORE		
29. ROLL/REG/INDEX No. OF 10TH STANDARD MARKS CARD	: SSLC00001		
30. ROLL/REG/INDEX No. OF 12TH STD/2ND PUC MARKS CARD	: HSC00001		
31. No. OF EARLIER ATTEMPTS IN COMEDK UGET	: 1	32. RESULT :	NOT APPEARED FOR COUNSELING

PART - V

LOCATION DETAILS

33. a) TEST LOCATION CHOICE 1	: BANGALORE
b) TEST LOCATION CHOICE 2	: BELGAUM
c) TEST LOCATION CHOICE 3	: BELLARY

DECLARATION :

I solemnly and sincerely affirm that all particulars furnished in this Application are true and correct and have been filled up by me and that I have not concealed or misrepresented any information. I further affirm that in the event of any information being found to be incorrect, fraudulent or untrue, either before or after the Entrance Test or Counseling or my admission to the programme, I understand that I am liable to face criminal prosecution and civil proceeding and COMEDK has all the authority to cancel my candidature/selection/admission as the case may be and consequently I would have to forego my seat and the fees.

I undertake to submit all the required Certificates and the documents as per the rules/regulations/procedure, failing which I understand that I am not eligible for selection of seat.

I further affirm that I have read the 'Brochure for COMEDK UGET – 2015' and understood the contents in general and agree to abide by the rules, the regulations and the procedure governing the Entrance Test, Counseling and the Admission.

I further understand that I shall be ineligible to attend COMEDK UGET in future if I have contravened any of the rules / regulations etc.

-------Contd-------

FEW POINTS TO CHECK BEFORE SENDING PAF

Once the OAF is printed (in A4 size and portrait format), read the declaration carefully before affixing **Left forefinger impressions** (in all the three boxes), **Signature** and **Photograph**.

Candidate's **parent/Guardian** also has to affix the **signature** by mentioning the date and place.

This application is said to be complete only after taking the seal and signature from the Head of the institution last studied (2nd PUC /12th Standard)

This completed application has to be sent along with the Original Demand Draft to the address mentioned in the application form before the last date of receipt of application (15/04/2015).

After taking the print of the application form (PAF). You have to LOGOUT.